State of Idaho　　　　　　　　　　　　　　Statewide Accounting and Reporting System
Office of the State Controller　　　　　　　　　　　　　　　　　　　STARS Manual
Division of Statewide Accounting

STARS MANUAL

DESCRIPTOR TABLES

INTRODUCTION

This chapter and the following subchapters will discuss the various tables that STARS uses to identify coding as well as some controls within the system. Both the descriptor tables that can be updated by the agencies as well as the statewide tables that can only be updated by the State Controller's office are discussed.

CURRENT REVISIONS LOG

January 6, 2006 – Updated links to forms.

DESCRIPTOR TABLES

STARS is designed to use system tables whenever possible to maintain information, which has been traditionally 'hard-coded' into programs. This allows system definition/control changes (such as edit rules and classification structure) without making programming modifications.

Other tables are 'function specific' that relate directly to a certain STARS function or subsystem. STARS uses standard table maintenance programs to maintain the system tables. You update a STARS descriptor table online.

Outputs consist of the screen with status messages, the tables in the database, and a change log file. The change log file is used to create a table maintenance change log – the before and after data is reported in DAFR8510, Table Maintenance Activity Report.

- **Agency Descriptor Tables** – Agency descriptor tables can be added or changed by your respective agency. You will only be able to update the information containing your agency code, though you can see other descriptor tables. Your agency will only be allowed to add or change this information. You must submit a request for deletion through the State Controller's Office. The descriptor tables that you can update directly are shown in the Understanding the Basics section of this chapter with an asterisks (**) after the table number.

- **Statewide Descriptor Tables** – The State Controller's Office controls the descriptor tables that affect all agencies. These contain the major control tables that are established or controlled through Idaho Code. These are tables such as the agency, fund, etc. tables.

DESCRIPTOR TABLES – WHAT IS IT

Titles and other descriptive information for coding contained in STARS are located in the Descriptor Tables. In addition to storing descriptive titles, the table also is the master list of valid codes contained in the system. Most of the time when you enter codes (whether as a part of an accounting transaction or as a part of a table maintenance transaction), the system checks to ensure that the codes is present in the Descriptor Tables. If STARS cannot find the codes, it will display an error.

Exceptions to this checking process are the Project (D42) and the Grant (D47) descriptor tables. With these, the check is made against the Project Control (27) and the Grant Control (29) tables.

DESCRIPTOR TABLES – UNDERSTANDING THE BASICS

The Descriptor Table is made up of up to 99 tables. Each classification element (Expenditure Subobject, Division, Task, Project name, etc.) has a unique Descriptor Table that is referenced by a table number (D01-D98). The configuration descriptor table (D99) defines the length of the key, reference data, and title of all the other tables that comprise the Descriptor Table. Thus, this is a good resource to locate a table number.

SECURITY REQUIREMENTS

You will need to be set up with a descriptor table security approval level to be able to update these tables. Requests to add this authorization to your security profile must come through your STARS Security Administrator.

If you do not have security to update online, you may send a completed DESCR-23 form, using the information in this chapter, to SCO for input. Security for each descriptor table shows on Descriptor Table 98. Security update values are:

- 1 – SCO Division of Statewide Accounting – Accounting Operations can update

- 2 – SCO Division of Statewide Accounting – Systems Administration can update

- 3 – SCO Division of Statewide Accounting – Reporting & Review can update

- 4 – SCO Division of Statewide Accounting – Other can update

- 9 – State agency can update

TYPES OF STARS ONLINE DESCRIPTOR TABLES

The following is a list of table numbers and their titles within the Descriptor Table. The list also identifies those tables that your agency can update versus those that the State Controller's Office updates. You can find the format and contents of the Descriptor Table and data entry coding procedures for development of each of the tables in their respective Agency Descriptor Tables or Statewide Descriptor Tables subchapters.

Agency updateable descriptor tables are shown with an asterisks (**).

Table	Table Title
D01	ENTITY CONTROL
D02	AGENCY
D03	DIVISION
D04	BUREAU
D05**	SECTION
D06**	UNIT
D07	DEPARTMENT
D10	EXPENDITURE SUBOBJECT
D11**	EXPENDITURE DETAIL
D13	BALANCE SHEET CATEGORY
D14	BALANCE SHEET CLASS
D15	FUNCTION
D16	ACTIVITY
D17**	PROGRAM
D18**	ELEMENT
D19**	PCA LEVEL 1
D20	FUND GROUP
D21	GAAP FUND TYPE
D22	FUND
D23	FUND DETAIL

Table	Table Title
D26**	FACILITY
D27**	TASK
D28	INTERAGENCY BILLING (SCO ONLY)
D30	TREASURER'S GENERAL LEDGER ACCOUNT
D31	GENERAL LEDGER ACCOUNT
D32	SUBSIDIARY
D34	REVENUE SUBOBJECT
D35**	REVENUE DETAIL
D36**	LOCATION
D40	GRANT CFDA NUMBER
D41	GAAP INDICATOR
D42**	PROJECT
D47**	GRANT
D50	TRANS CODE COMMENT/APPROVAL
D51	ERROR MESSAGE DESCRIPTION
D52	ERROR CORRECTION
D57	DISBURSEMENT METHOD INDICATOR (DMI)
D58	RESTRICTIVE MAILING INDICATOR
D59	EFT ENTRY DESCRIPTION IND
D60	PURGE CONTROL DATE
D61	DATE CONTROL
D62	ACCOUNTING PERIOD
D63	PRINTER I.D.
D64	REPORT CONTROL
D66	OPERATOR CLASS
D70	ENCUMBRANCE TOLERANCE LIMITS

Table	Table Title
D71	STATE GOALS
D72	STATE OBJECTIVE
D75	PRIOR FY WARRANT CANCEL DATE
D85	WARRANT BANK DISTRIBUTION
D86	WARRANT STATUS CODES
D87	VENDOR PAYMENT EFT ACCOUNT
D98	DESCRIPTOR TABLE SECURITY
D99	DESCRIPTOR DEFINITION TABLE

STARS ONLINE DESCRIPTOR TABLES SHORT DESCRIPTIONS

The following are brief descriptions of the tables, highlighting each table, its title, its purpose, and whether it is a statewide or agency descriptor table. The State Controller's Office updates the statewide descriptor tables. Either the SCO or the agency can update the agency descriptor tables. The descriptor tables are set up using the Descriptor Table DESCR-23 form shown later in this chapter.

See the Agency Descriptor Tables or the Statewide Descriptor Tables subchapters for detailed information on each table.

D01 – ENTITY CONTROL

The D01 table represents the system-generated code defining the entity. There is only one entity, which is the State of Idaho. It also includes the period post control, the warrant clearing fund, the depreciation method, and capitalization amount for the state.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D02 – AGENCY

The D02 table represents the first level of the classification structures, the agency codes, and the titles for each agency. The classification structure then splits into two structures called the organization and the program structures. Additionally, the reference data includes a Department code (set by Idaho Code) in order to group Departments for special reporting purposes. This table also contains agency contact phone numbers that are printed on outgoing warrants.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D03 – DIVISION

The D03 division table reflects the second level of the organization structure within your agency (agency/division). This table contains the number your agency assigns to each division as well as its title. See the Classification Structure chapter for more information on assigning division numbers and using the ORG-23 request form.

AGENCY, BUT UPDATED BY SCO ONLY SINCE IT REQUIRES DFM APPROVAL. See the Agency Descriptor Tables subchapter for detailed information on this table.

D04 – BUREAU

The D04 table reflects the third level of the organization structure within an agency (agency/division/bureau). This table contains the number your agency assigns to each bureau as well as its title. See the Classification Structure chapter for more information on assigning bureau numbers and using the ORG-23 request form.

AGENCY, BUT UPDATED BY SCO ONLY SINCE IT REQUIRES DFM APPROVAL. See the Agency Descriptor Tables subchapter for detailed information on this table.

D05 – SECTION

The D05 section table reflects the fourth level of the organization structure within an agency (agency/division/bureau/section). This table contains the number your agency assigns to each section as well as its title. See the Classification Structure chapter for more information on assigning section numbers.

AGENCY – UPDATED BY AGENCY OR SCO. See the Agency Descriptor Tables subchapter for detailed information on this table.

D06 – UNIT

The D06 table reflects the fifth level of the organization structure within an agency (agency/division/bureau/section/unit). This table contains the number your agency assigns to each unit as well as its title. See the Classification Structure chapter for more information.

AGENCY – UPDATED BY AGENCY OR SCO. See the Agency Descriptor Tables subchapter for detailed information on this table.

D07 – DEPARTMENT

The D07 table contains the Department code and Department title used to summarize Statewide Departments for special reporting purposes, based on Idaho Code *67-2402*.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D10 – EXPENDITURE SUBOBJECT

The D10 table identifies the Expenditure Object, Summary Object, and Subobject structures, and defines the hierarchical relationship among the tables. This table also defines the Approval Level required for each subobject, as well as its capitalization indicator.

The 1099 reporting indicator is identified for the subobject and shows what 1099 form to report on and what box on the form to enter the data. The classes for CAFR reporting are also defined.

There is also an indicator to show whether the subobject may be workers' compensation reportable. See the Coding and Pre-Processing Review chapter under Coding Invoice/Billing – Assigning Subobjects – Expenditure Subobjects for more information and Idaho Code regulations.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D11 – EXPENDITURE DETAIL

The D11 table identifies and provides the code and title for each Expenditure Detail as defined by your agency within an expenditure subobject. The table contains your agency number, the related expenditure subobject, and your agency detail. Every agency can have the same detail with different titles since this table is agency-specific. You will need to be sure that the detail is relevant to the expenditure subobject since it will roll into that subobject for reporting.

AGENCY – UPDATED BY AGENCY OR SCO. See the Agency Descriptor Tables subchapter for detailed information on this table.

D13 – BALANCE SHEET CATEGORY

The D13 table identifies and provides the title for each Balance Sheet Category such as assets, liabilities, etc.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D14 – BALANCE SHEET CLASS

The D14 table identifies and provides the title for each Balance Sheet Class such as cash equity with treasurer, cash and cash equivalents, investments, etc. This is a breakdown of the balance sheet categories into more detail.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D15 – FUNCTION

The D15 function table reflects the second level of the program structure within your agency (agency/function). This table contains the number your agency assigns to each program function as well as its assigned title. See the Classification Structure chapter for more information on assigning function numbers and using the PGM-23 form.

AGENCY, BUT UPDATED BY SCO ONLY SINCE IT REQUIRES DFM APPROVAL. See the Agency Descriptor Tables subchapter for detailed information on this table.

D16 – ACTIVITY

The D16 activity table reflects the third level of the program structure within your agency (agency/function/activity). This table contains the number your agency assigns to each program activity as well as its assigned title. See the Classification Structure chapter for more information on assigning function numbers and using the PGM-23 form.
AGENCY, BUT UPDATED BY SCO ONLY SINCE IT REQUIRES DFM APPROVAL. See the Agency Descriptor Tables subchapter for detailed information on this table.

D17 – PROGRAM

The D17 program table reflects the fourth level of the program structure within your agency (agency/function/activity/program). This table contains the number your agency assigns to each program structure program level as well as its assigned title. See the Classification Structure chapter for more information on assigning function numbers and using the PGM-23 form.

AGENCY – UPDATED BY AGENCY OR SCO. See the Agency Descriptor Tables subchapter for detailed information on this table.

D18 – ELEMENT

The D18 element table reflects the fifth level of the program structure within your agency (agency/function/activity/program/element). This table contains the number your agency assigns to each program element level as well as its assigned title. See the Classification Structure chapter for more information on assigning function numbers and using the PGM-23 form.

AGENCY – UPDATED BY AGENCY OR SCO. See the Agency Descriptor Tables subchapter for detailed information on this table.

D19 – PCA LEVEL 1

The D19 PCA level 1 table reflects an additional accumulator of the program structure and includes the title for each PCA level 1 as defined by your agency. This code allows you to accumulate information for a group of PCAs, regardless of how that PCA is tied in to the activity structure.

AGENCY – UPDATED BY AGENCY OR SCO. See the Agency Descriptor Tables subchapter for detailed information on this table.

D20 – FUND GROUP

The D20 table reflects the groupings of similar types of funds in order to prepare comprehensive financial reports. The title for each group is required. See the Fund - Definitions chapter of the FPAC manual for more information regarding fund groups.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D21 – GAAP FUND TYPE

The D21 table identifies the funds and groups of accounts as specified by the National Council on Governmental Accounting (NCGA). The table includes the titles used to accumulate funds for GAAP reporting. The reference data includes the transaction codes used to close both debit and credit balances for each GAAP fund type, the abbreviated fund type name, and indicate the operating statement format. See the Fund - Definitions chapter of the FPAC manual for more information regarding fund types.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D22 – FUND

The D22 table identifies the authorized fiscal and accounting entities of the State and includes the title of each Fund. The reference data includes the GAAP Fund Type, the Fund Group, and CAFR Fund number. In addition, this table identifies cash control posting indicators, unclaimed property reversion indicator, which agency uses each rotary fund, and whether the fund retains its own interest. See the Fund - Definitions chapter of the FPAC manual for more information regarding funds.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D23 – FUND DETAIL

The D23 table reflects the structure within a fund for specialized reporting purposes and includes the title for each Fund Detail. Also includes indicators that enable STARS to vary the level at which a Fund Detail, Allocations, Appropriations, Grants and Projects are recorded, as well as cash control.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D26 – FACILITY

The D26 table identifies the agency-specific codes used for cost accumulation and reporting purposes. This code allows you to accumulate information for a group of transactions, regardless of how the facility is tied to your agency structure. This code can be used for tracking anything your agency needs. It does not have to be a facility location. (EX: You could use it for collecting costs for a lease, copier, etc., even across structure.) The only way to extract facility information is through ad hoc reporting (downloads, Nomad, etc.) They will also show on reports that have a column for facility. The table includes the title for each facility.

AGENCY – UPDATED BY AGENCY OR SCO. See the Agency Descriptor Tables subchapter for detailed information on this table.

D27 – TASK

The D27 table identifies the agency-specific codes used for cost accumulation and reporting purposes. This code allows you to accumulate information for a group of transactions, regardless of how that task is tied to your agency structure. This code can be used for tracking anything your agency needs. It does not have to be a task. (EX: You could use it for collecting costs for a seminar, etc., even across structure.) The only way to extract task information is through ad hoc reporting (downloads, Nomad, etc.) They will also show on reports that have a column for task. The table includes the title for each task.

AGENCY – UPDATED BY AGENCY OR SCO. See the Agency Descriptor Tables subchapter for detailed information on this table.

D28 – INTERAGENCY BILLING (SCO ONLY)

The D28 table defines all coding required to generate interface transactions for the State Controller's Office billing process. This is used in the automated creation of invoices for accounting services provided by SCO.

AGENCY – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D30 – TREASURER'S GENERAL LEDGER ACCOUNT

The D30 table reflects the General Ledger accounts that are in the Treasurer's Group of Accounts and includes titles for each account. STARS uses this information for the warrant clearing fund information to the Treasurer.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D31 – GENERAL LEDGER ACCOUNT

The D31 table reflects the General Ledger accounts and includes the title for each account. Also indicates whether the account normally contains a debit or credit balance, and if the account is automatically closed to fund balances at fiscal year end. The Balance Sheet Class and Category are referenced and file posting indicators are included. The reference data also includes file support indicators. STARS keeps separate records by agency and fund within each general ledger account by attaching the agency and fund numbers as part of the key when posting to STARS financial files.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D32 – SUBSIDIARY

The D32 table reflects the structure within the General Ledger subsidiary accounts. The table includes titles for each detail subsidiary account. The subsidiary is a detail support for a given general ledger account. See the *INTERAGENCY BILLING* chapter for IAB subsidiary information.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D34 – REVENUE SUBOBJECT

The D34 table identifies the Revenue Object, Summary Object, and Subobject structures, and defines the hierarchical relationship among the tables. This identifies the governmental and proprietary class codes for GAAP reporting, as well as the FAS asset class STARS uses when sending the information to the FAS hold file. This includes the title for each revenue element.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D35 – REVENUE DETAIL

The D35 table identifies and provides the title for each Revenue Subobject Detail as defined by your agency within a revenue subobject. The table contains your agency number, the related revenue subobject, and your agency detail code. Every agency can have the same detail with different titles since this table is agency-specific. You will need be sure that the detail is relevant to the revenue subobject since it will roll into that subobject for reporting.

AGENCY – UPDATED BY AGENCY OR SCO. See the Agency Descriptor Tables subchapter for detailed information on this table.

D36 – LOCATION

The D36 table identifies the agency-specific codes used for cost accumulation and reporting purposes. This code allows you to accumulate information for a group of transactions, regardless of how that location is tied to your agency structure. This code can be used for tracking anything your agency needs. It does not have to be a geological location such as a city or building location. (EX: It could be a grouping for collecting costs for a conference, costs in helping another state agency, etc.) The only way to extract location information is through ad hoc reporting (downloads, Nomad, etc.) They will also show on reports that have a column for location. The table includes the title for each location.

AGENCY – UPDATED BY AGENCY OR SCO. See the Agency Descriptor Tables subchapter for detailed information on this table.

D40 – GRANT CFDA NUMBER

The D40 table reflects the Catalog of Federal Domestic Assistance (CFDA) number and the associated title used for grant reporting purposes. This catalog contains a brief description of most federal programs. It is organized by federal agency and each program has a title and a number. The catalog lists program objectives, types of assistance, uses, and restrictions, eligibility requirements, application and award process, financial information, etc. Every federal program is assigned an identification number. Circular A-133 requires this to appear on every grant or subgrant award received or made. You can find a list of these numbers at http://www.gsa.gov/fdac/.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D41 – GAAP INDICATOR

The D41 table identifies the types of certain transactions as required for compiling the statewide Comprehensive Annual Financial Report (CAFR) in accordance with generally accepted accounting principles (GAAP). Agencies use the GAAP indicator on miscellaneous transactions to collect information for completing their closing packages at the end of the year. See the *STARS GAAP INDICATORS* listing found in Appendix C - Other Information of the STARS Manual. Refer to the yearly closing package information for more current and detailed instructions.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D42 – PROJECT

The D42 table provides a title for a project set up by an agency. STARS uses this table during project reporting to print a title or description of the total project. (Note that the title of the Project Phase is included in the Project Control Table.) No other controls are involved on this table. If you do not want a project title or description on the project reports, this table is optional.

AGENCY – UPDATED BY AGENCY OR SCO. See the Agency Descriptor Tables subchapter for detailed information on this table.

D47 – GRANT

The D47 table provides a title for a grant set up by an agency. STARS uses this table during grant reporting to print a title or description of the total grant. (Note that the title of the Grant Phase is included in the Grant Control Table.) No other controls are involved on this table. If you do not want a grant title on grant reports or reports requested down to the grant level, this table is optional.

AGENCY – UPDATED BY AGENCY OR SCO. See the Agency Descriptor Tables subchapter for detailed information on this table.

D50 – TRANS CODE COMMENT/APPROVAL

The D50 table includes the titles and narrative comments up to ten (10) lines for each Transaction Code. These comments are printed on the Transaction Code Table Listing (Autodoc). It also identifies the approval level required to release the transaction code, the document prefix STARS allows to be used, and the maximum dollar amount allowed for each transaction.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D51 – ERROR MESSAGE DESCRIPTION

The D51 table contains the error messages for STARS error codes. STARS uses this table to generate the error correction information on erred transactions or errors identified during data entry.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D52 – ERROR CORRECTION

The D52 table contains the correction elements for the error correction function. The information elements include: the length of the data item; the input location (data field), the output location (data field) in the accounting record to be corrected; and whether a change applies to a single transaction or an entire batch.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D57 – DISBURSEMENT METHOD INDICATOR (DMI)

The D57 table defines how warrant information is sorted and printed. There are two types of records involved, a Base Record and a Sort Record.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D58 – RESTRICTIVE MAILING INDICATOR

The D58 table identifies what to print on the return address section of the warrant envelope. This endorsement prints on the outside of the warrant for post office use.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D59 – EFT ENTRY DESCRIPTION IND

The D59 table identifies the type of EFT payment being made (i.e., statewide vendor payment, tax refund, or child support payment.).

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D60 – PURGE CONTROL DATE

The D60 table indicates the purge date STARS uses to purge the batch log and the redeemed or cancelled warrants. STARS purges any batch log or any warrant redeemed or cancelled before and up to the purge date.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D61 – DATE CONTROL

The D61 table defines all possible dates for STARS processing and includes a series of indicators that control system processing. Dates for STARS reports come from this table. The System Management Table also accesses these dates for system control reasons.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D62 – ACCOUNTING PERIOD

The D62 table defines the valid accounting periods by transaction (fiscal) year for reporting and processing purposes. System Management Tables also access these dates for system control reasons.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D63 – PRINTER I.D.

The D63 table identifies valid printer IDs and printer types. The printer must be identified in this table for any agency to receive electronic files from the State Controller's Office.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D64 – REPORT CONTROL

The D64 table identifies reports and defines them as requestable, printable at remote locations, and printable on various speed printers for each report ID, etc.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D66 – OPERATOR CLASS

The D66 table identifies the valid ranges of transaction codes that each operator class type can input into STARS. STARS requires an operator class on each user security.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D70 – ENCUMBRANCE TOLERANCE LIMITS

The D70 table defines the tolerance limits for payments against encumbrances. The State of Idaho has a zero encumbrance tolerance limit. If needed, STARS can control limits by the beginning letter of the document number.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D71 – STATE GOALS

The D71 table identifies and provides a title for each state goal. The Governor's Office uses individual goals for the state when setting budgets. STARS maintains control over the use of state goal indicators using this descriptor table.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D72 – STATE OBJECTIVE

The D72 table identifies and provides a title for each state objective. The Governor's Office establishes state objectives to meet current state goals for budgetary purposes. STARS maintains control over the use of state objectives using this descriptor table.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D75 – PRIOR FY WARRANT CANCEL DATE

The D75 table indicates the issue date to cancel warrants at the end of the fiscal year. Any warrant issued before this date with a status of outstanding will be changed to a status of PY cancel at the end of the year. Preliminary reports are sent to agencies for clean up in March. At the end of the fiscal year, the final report processes and changes the status to PY cancel. The associated cash is sent to unclaimed property or back to the agency, depending on Idaho Code.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D85 – WARRANT BANK DISTRIBUTION

The D85 table indicates which banks warrants are drawn on and what ratio of warrants is drawn on each bank, as determined by the State Treasurer. Contains the required information for printing the MICR line on the state warrants.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D86 – WARRANT STATUS CODES

The D86 table contains all the valid warrant status codes, i.e. cancel, cancel lost, outstanding, cancel forgery, etc. Determines the valid status of a warrant, what changes to the existing status are allowable, and the level of security required for an individual to do status changes. For changes that require an accounting transaction, the system automatically builds the transaction using the criteria from the reference data below.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D87 – VENDOR PAYMENT EFT ACCOUNT

The D87 table contains the ABA number (the bank number), EFT company ID, and bank name of the managing financial institution in relation to EFT payments to vendors.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D98 – DESCRIPTOR TABLE SECURITY

The D98 table identifies the security levels that allow users to **view** only, or view and change various tables within the Descriptor Table.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

D99 – DESCRIPTOR DEFINITION TABLE

The D99 table identifies all of the other descriptor tables including the length of the key, reference data, and titles.

STATEWIDE – UPDATED BY SCO ONLY. See the Statewide Descriptor Tables subchapter for detailed information on this table.

DESCRIPTOR TABLE FORMS – HOW TO COMPLETE

STARS INPUT REQUIREMENTS – DESCR-23

Download and use the Descriptor Table DESCR-23 form to request data entry of most descriptor tables. Other descriptor table forms specifically for setting up classification structure are:

Download and use the Organization Structure Maintenance ORG-23 form to request data entry of the following agency classification structure descriptor tables (see the Classification Structure chapter for more information):

- Division (D03)
- Bureau (D04)
- Section (D05)
- Unit (D06)

Download and use the Program Structure Maintenance PGM-23 form to request data entry of the following agency classification structure descriptor tables (see the Classification Structure chapter for more information):

- Function (D15)
- Activity (D16)
- Program (D17)
- Element (D18)
- PCA1 (D19)

See the descriptions of individual descriptor tables above for use on this form. Each descriptor table has its own unique table number, table entry key, reference data, and title requirements.